

Developing Individual Training Plans

Ask Employee the following questions when developing their training plan:



- ✪ How do you view your job fitting into the overall mission of the unit? The organization?
- ✪ In what areas do you think you need further training and/or experience?
- ✪ How can we make better use of your skills and abilities?
- ✪ What part of your job interests you the most? Why?
- ✪ What part of your job interests you the least? Why?
- ✪ What changes can I make as a supervisor that would help you improve performance?
- ✪ What are your ambitions and goals for the next 5 years? What do you think you need to do to prepare yourself?
- ✪ What is a specific objective that you would like to accomplish within the next 3-6 months? How could I help you?